

## Identification Access Card Training

This training is **mandatory** for all staff who are receiving new proximity ID cards to access the 7<sup>th</sup> Floor, 4<sup>th</sup> Floor, and East Wing of the 3<sup>rd</sup> Floor. You will not receive a new ID badge if you have not received ID Access Card Training, and if you are unable to attend any of these training dates or times please send an email to Tanya Swanson and Kristen Pribeck.

Pre-registration is not required for the dates below, and as always, check with your supervisor prior to attending to ensure all areas maintain coverage.

Date	Time	Location
Tuesday, June 10	9:00 am - 10:15 am	Auditorium
Tuesday, June 10	11:00 am - 12:15 pm	Auditorium
Wednesday, June 11	10:00 am - 11:15 pm	Room 133
Wednesday, June 11	2:00 pm - 3:15 pm	Room 133
Thursday, June 12	1:00 pm - 2:15 pm	Room 133
Thursday, June 12	3:00 pm - 4:15 pm	Room 133

### Description

All persons working or conducting business on the William A. Hinton State Laboratory Institute must have a means of identification in order to gain entry into the building. This identification must be displayed at all times. All staff and visitors must follow the prescribed process for obtaining an identification access card. All staff and visitors must use the identification card as described in the William A. Hinton State Laboratory Institute security plan for select agents and toxins.

### Training Objectives

At the conclusion participants will be able to:

- describe the process used to acquired an identification access card (IAC)
- list steps that must be taken when the IAC is missing or lost
- describe the process used to generate an IAC for visitors